

**Brunswick County Parks & Recreation
Community Building Reservation Form
P.O. Box 249 • Bolivia, NC 28422
910-253-2670 • 1-800-222-4790**

Reservation entitles: _____

Date: ____ / ____ / ____ / (mm/dd/year)

Time: _____ am / pm to _____ am / pm

To use:

- ☐ Hood Creek Community Building
- ☐ Leland Senior Center Community Building

- ☐ Leland Community Building
- ☐ Lockwood Folly Community Building
- ☐ Town Creek Community Building
- ☐ Waccamaw Community Building
- ☐ Shallotte Community Building

Building Attendant:

Stephanie Munn
Stephanie Munn or
Faye Burckhalter
Stephanie Munn
Grace Peoples
Faye Burckhalter
Mary Lois Vereen
Jim Vereen

Phone Number:

383-0178 or 232-7810
383-0178 or 232-7810
471-7498
383-0178 or 232-7810
842-9351
471-7498
287-3232
287-3232

Rules and Regulations:

- When not in use for department sponsored or co-sponsored activities, designated facilities may be rented for reservations in accordance with established policies, procedures and regulations. Reservations will be accepted upon availability. The buildings are available for use from 9:00 am until 9:00 pm and will be unlocked and locked by the Building Attendant.
- In order to reserve a building, a person must be 21 years of age or older. This person must be present during the use of the building. Renter/user is responsible for abiding by the limiting admittance (participation) according to room capacity established by the County.
- A \$50.00 Security Deposit is required for all functions. Rental Fees will be determined at time of reservation. The deposit fee charged will be returned, in full, to the renter/user unless: the County determines the facility has been damaged; or that special services (cleaning, equipment, maintenance, etc.) is required as a result of the activity; or the event is cancelled by the sponsor(s) with less than 2 working days (Monday through Friday, excluding Holidays) notification to the Parks and Recreation Department. Total rental fees and security deposit will be returned if reservation is cancelled 30 days in advance. Less than 30 days notice renter will forfeit their rental fee and the security deposit will be returned. There is a \$25.00 charge for all returned checks. Rental Fee and check charge fee must be paid in cash as soon as possible to avoid Small Claims Court.
- Applications and fees for reservations must be scheduled through the Brunswick County Parks and Recreation Department between 8:30 am and 5:00 pm, Monday through Friday. The reservation is only confirmed after the signed, completed reservation form, security deposit and fees are received in our office. Reservations will be held for 10 days from the date originally made.
- Illegal drugs, gambling, solicitation, smoking or alcoholic beverages are NOT permitted. Flagrant misuse of building will result in forfeiture of future reservation privileges.
- Facility is rented/available for usage AS IS. Each renter/user group is responsible for any and all arrangements, activity supervision, well-being and orderly conduct of all persons involved with event, set-ups, equipment, etc. relating to the event, program or activity.
- Banners, tents or concession operations are not permitted. No decorations shall be attached to walls, ceilings or floors without approval. No permanent changes are allowed to the facility. No bolts, screws or nails shall be placed on the walls, floors or any fixtures, indoors or out.
- The building MUST be left in the same condition, or better than it was at the time of rental. Return tables and chairs, turn off lights, close doors, vacuum or sweep, empty trash cans and remove trash from property. Replace trash can liners, clean counter tops, kitchen sinks and stove and pick up trash in bathroom. If floors require mopping after use, renter/user is required to mop floors. Building is to be left clean for the next renters use. No cooking in the kitchen, warming is allowed.
- Renter/user will indemnify and hold the Brunswick County Parks and Recreation free and harmless from any and all liability on account of injury to any person(s) or damage to any property(ies) growing out of directly or indirectly resulting from any activity sponsored or conducted by the renter/user.
- Renter/user is responsible for reserving required time to adequately set up for and clean up after the event, when stating total time of reservation. Failure to arrive 15 minutes within designated time will automatically forfeit your deposit and reservation. Failure to leave at the time set will automatically forfeit your deposit.

I have read and understand all rules/regulations and that my deposit will not be returned if guidelines are not met.

(Signature)

(Date)

(Mailing Address)

(Day Time Phone Number)

\$ _____
(Deposit & Fee)

PLEASE RETURN ORIGINAL SIGNED WHITE COPY.